

DISPOSAL OF OFFICE ITEMS

(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

Many types of chemical and non-chemical wastes are generated in the typical office setting. Some office wastes may be regulated when disposed, while other wastes present significant opportunities for recycling. This Safe Operating Procedure (SOP) provides disposal guidance for the most commonly encountered office-like wastes.

Adhesives- There are many types of adhesives commonly used in an office setting. Solvent-based adhesives (such as rubber cement) are flammable and/or toxic and are regulated when disposed. Solvent-based adhesives must be disposed via EHS. Water-based adhesives (such as Elmer's school glue) that are not flammable or toxic may be disposed as ordinary garbage after spreading thinly on a piece of cardboard and drying completely. Empty adhesive containers, except aerosols (see below), may be disposed as ordinary garbage.

Aerosol Containers- All aerosol cans, regardless of their contents, are regulated when disposed and must be managed through EHS. See the EHS SOP, ***Aerosol Can Collection***.

Batteries- Most batteries, other than standard, non-rechargeable alkaline batteries, are regulated when disposed and must be managed through EHS or a legitimate battery recycler. See the EHS SOP, ***Battery Disposal***.

Computer Parts, Circuit Boards, Electrical, and Other Office Equipment- Computers, ancillary computer equipment, and electronics are generally regulated when disposed. These items must be managed through the UNL Inventory Department. See the EHS SOP, ***Computers, Electronic Equipment, and Smoke Detectors***.

Correction Fluid and Associated Thinners- Many formulations of correction fluid and associated thinners are regulated when disposed because they are flammable. However, empty containers may be discarded as ordinary garbage. Departments are encouraged to use water-based, non-toxic formulations.

Corrosive Chemicals- (e.g., muriatic acid, hydrochloric acid, drain cleaner, bleach, sodium hydroxide) with a pH ≤ 2.0 or ≥ 12.5 are regulated as "hazardous" when disposed and must be managed through EHS. Look for warning words such as "corrosive, may cause burns," etc.

Duplicating Fluid- Because duplicating fluid is flammable, it is regulated when disposed. Therefore, waste duplicating fluid must be managed through EHS.

Flammable Chemicals- (e.g., oil base paint, stains, varnish, paint thinner, acetone, ethanol, inks, etc.) with a flashpoint $<140^{\circ}\text{F}$ are regulated as hazardous when disposed and must be managed via EHS. Look for warning words such as "combustible, flammable, keep away from fire," etc.

Fluorescent Light Tubes and HID Lamps- These items contain small amounts of mercury and other hazardous materials. Spent lamps must be managed through EHS. See the EHS SOP, *Fluorescent and Other Non-Incandescent Lamps, Light Bulbs, and Ballasts.*

Magnetic Media (diskettes, video, and audio tapes)- These types of materials may be discarded as ordinary garbage, unless the media is constructed of nitrocellulose. Nitrocellulose films and tapes are regulated when disposed and must be managed through EHS.

Paints- Oil based or flammable paints are regulated when disposed and must be managed through EHS. Latex or water-based paints that are completely dried can be disposed as ordinary garbage.

Paper - The UNL Recycling Office manages paper recycling on campus. See their web site at: <http://recycling.unl.edu/> for additional collection information.

Pens, Pencils, Chalk, etc.- These items are not regulated and may be disposed as ordinary garbage.

Poisonous Materials- such as bug spray or other pesticides or rodent control products, typewriter cleaner, etc. may be hazardous and subject to regulation when disposed. Look for skull and crossbones or other warnings such as "keep out of reach of children," etc. Manage via EHS.

Sharps (razor blades, tacks, pins)- These items are not regulated, but should be sealed in a puncture-resistant container (such as a small cardboard box) and labeled as "Sharps" before disposed as ordinary garbage.

Stamp Pad Ink and Stenciling Ink- Many types of ink are formulated with flammable solvents and resins and are therefore regulated when disposed. All flammable inks must be managed through EHS. Empty ink containers and dry stamp pads may be disposed as ordinary garbage.

Toner Cartridges- Dry toner and empty toner cartridges are not generally regulated when disposed. However, these items should be sealed in heavy plastic bags before being placed in the garbage to protect custodial workers from the fine particulate dust. Departments are encouraged to participate in a toner cartridge recycling program in which empty cartridges are returned to the vendor for refilling.

See EHS SOP, *Hazardous/Radioactive Material Collection Procedures* for instruction on how to request collection of materials by EHS.